

## Conditions Governing Town Hall Use

**In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in loss of partial or full security deposit. In some cases, circumstances may render an additional fee for any renter. Cleanup *must be completed* at the culmination of your event.**

1. **Put all trash resulting from use of the Town Hall into plastic trash bags and place in trashcans outside the kitchen door.** The town also provides blue bins for recyclable glass, bottles, plastic, and cans (please rinse), located near the outside trashcans.
2. **Bathrooms must be left clean** and all bathroom trash disposed of in plastic bags and placed in the trashcans outside. Cleaning materials are stored underneath the kitchen sink.
3. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
4. **Activities in the Town Hall will be concluded by 10:30 pm;** cleanup must be completed and the Town Hall and grounds will be cleared by 11:00 pm.
5. **No electronically amplified musical instruments** will be operated except by special permission of the Town Administrator or the Town Hall Manager.  
Granted by: \_\_\_\_\_ Date: \_\_\_\_\_
6. Alcoholic beverages *may not be sold*, and only served if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
7. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors, or panels.
8. Main Hall **carpet and/ or benches may not be moved.**
9. A variety of classes take place regularly in Town Hall. Renters are not permitted to use exercise, yoga or musical equipment located on the premises. **Violation of this will result in fees withdrawn from your security deposit.**
10. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE the Town Hall.** This includes birthday candles.

**Emergency Weekend/evening phone numbers:** Town Hall Mgr: 917-628-6684  
Mayor's Office: 301-942-0766

**NOTE: Montgomery County fire officials, limit occupancy of the main room of the Town Hall to 75 persons at one time.**